

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No  
R3-51

2 Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3 Service <input type="checkbox"/> New <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 CSC Certification No	
7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excluded (Specify)		11 Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12 Sensitivity <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13 Competitive Level Code		14 Agency Use					

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Social Services Aid	GS	186	4	6/12	11/24/91
e. Recommended by Supervisor or Initiating Office	Social Services Aid	GS	186	4		

16 Organizational Title of Position (if different from official title)	17 Name of Employee (if agency, specify)
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18 Department, Agency, or Establishment Department of Interior	c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Region 3	e. Fifth Subdivision

19 Employee Review: This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20 Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.
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a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21 Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5 U.S. Code in conformance with standards published by the Civil Service Commission or, if no published standards apply directly consistently with the most applicable published standards.	22 Standards Used in Classifying/Grading Position Standard Position Description R3-51 Position Classification Standard for GS-186 TS-66, dated 10/82  Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the Commission.
Typed Name and Title of Official Taking Action Ronita B. Schires Classification Officer	
Signature <u>Ronita B. Schires</u> Date <u>11/29/91</u>	

23 Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks

Full Performance Level: \_\_\_\_\_

Personnel Folder Copy \_\_\_\_\_  
Supervisor's Copy \_\_\_\_\_  
Employee's Copy \_\_\_\_\_  
Classification Copy \_\_\_\_\_

25 Description of Major Duties and Responsibilities (see attached)

Introduction

Incumbent serves as a Social Services Aid, Region 3, U.S. Fish and Wildlife Service.

Major Duties:

- Provides practical application of wildlife management and control techniques to enrollees studying natural resource conservation.
- Assists enrollees in field work projects designed to illustrate conservation practices.
- Maintains records of enrollees' accomplishments.
- Schedules and participates on a rotating basis recreation activities conducted during enrollees' off-duty hours in residence.
- Assists in maintaining a safe work environment for enrollees.

Factors:

1. Knowledge Required by the Position:

- Knowledge of methods, procedures, and techniques as may be acquired through education or related field experience in the areas of safety, administration, clerical, biological, ecological, and environmental education in order to instruct and assist enrollees in field work projects.
- Skill in working closely with 15-18 year-olds to instruct and assist enrollees.
- Skill with simple hand tools such as garden rake, shovel, axe, hammer, wire brush, etc., to work on field projects.
- Skill in operating motorized vehicles.

2. Supervisory Controls:

Work direction and guidance is provided by a Project Leader. New or unusual assignments are accompanied by detailed and specific instructions; assignments involving concepts and methods with which the incumbent is familiar are made only in terms of general objectives, unless nonstandard procedures are to be used. Incumbent is responsible for developing day-to-day work plans and carrying them out independently and for resolving problems of a routine nature. Non-routine problems are referred to supervisor. Routine assignments are reviewed upon completion; non-routine assignments are observed in progress and reviewed closely upon completion for technical adequacy and adherence to instructions.

3. Guidelines:

Specific and directly applicable guidelines are available in the form of YCC and agency program procedures and specifications. The employee uses judgement in locating, selecting, and adapting guidelines. The employee refers unusual situations to the supervisors.

4. Complexity:

Work consists of varied and sometimes complex sequences of standardized or prescribed tasks to provide group leadership to enrollees in field work projects designed to illustrate natural resource conservation practices. In determining what is to be done, incumbent follows supervisor's instructions and standard procedures. Assignments require practical knowledge of conservation practices to perform tasks which may be complex. Successful performance requires coordination with other camp employees.

5. Scope and Effect:

The purpose of the work is to provide an educational experience for a group of enrollees while accomplishing the conservation objectives of the Service. Incumbent's work directly affects enrollee education and safety, and the overall efficiency of the field unit.

6. Personal Contacts:

Contacts are with co-workers and enrollees.

7. Purpose of Contacts:

Contacts are mainly for the purpose of receiving and disseminating instructions and facilitating camp operations in completion of assignments.

8. Physical Demands:

The work requires physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, climbing, or similar activities. Work requires average agility and dexterity.

9. Work Environment:

The majority of the work is performed outdoors. Temperatures and weather extremes may be encountered in the performance of outdoor work. Incumbent must conduct duties in a safe and orderly manner so as not to injure self, fellow workers, enrollees, or property with which entrusted. All work projects are completed with enrollee safety in mind.